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Briefing - The Role and Functions of the  
Special Support Assistant to the Deputy Director (Support) (SSA-DD/S)

31 October 1963

OUTLINE

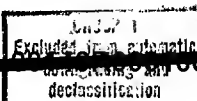
I. Role

Twofold - Serves two Deputy Directors, Deputy Director (Plans) (DD/P) and Deputy Director (Support) (DD/S).

- a. DD/P - Operationally responsible to the DD/P and Senior Officials of the Clandestine Services for staff matters pertaining to administration.
  1. Is a part of the DD/P staff, attends DD/P Staff Meetings and conducts the weekly meeting of Clandestine Services Support Officers.
  2. Conducts special reviews and studies of major administrative problems in the Clandestine Services.
- b. DD/S - As a member of the DD/S staff, is point of coordination between the Clandestine Services and the various Support Components on matters of administrative concern.
  1. Conducts special reviews and studies on administrative matters of interest and concern to the DD/S.
  2. Is Chairman of the Administration Career Service Board and responsible directly to the Head of the Service, the DD/S, for selection, training, development, and assignment of Administrative Officers to Headquarters and overseas positions.

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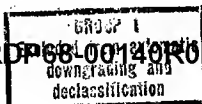
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## II. Functions

The SSA-DD/S has a small staff comprised of administrative generalists to assist in carrying out assigned functions.

- a. Audit Reports (Clandestine Services) - Responsible for review and follow-up on all Reports of Audit. Is personally responsible for keeping the DD/P advised on reports containing other than routine comments.
- b. Approving Officers - Responsible for review and concurrence of requests designating Financial Approving Officers for the Clandestine Services, prior to DD/P approval.
- c. Representation Allowances - Responsible for approval and control of representation allowances for Station and Base Chiefs assigned abroad.
- d. Write-off of Funds - Is point of coordination for all write-offs of funds originating in the Clandestine Services. Cases involving less than \$500.00 may be approved in certain cases by the SSA-DD/S. Those involving more than \$500.00 are forwarded along with recommendation to the Board of Review.
- e. Claims - Responsible for review of claims for financial relief submitted by Clandestine Services personnel to the DD/S for consideration under his special authority.
- f. Rest and Recuperation Program - Acts as point of coordination for the establishment of overseas posts eligible for participation in the Program and designation of appropriate leave points. Also conducts annual review of Program on behalf of the DD/S.

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- g. Cable Summary - Reviews daily incoming and outgoing cable traffic between Headquarters and overseas posts and prepares summary of significant items for the DD/S.
- h. Tables of Vehicular Allowances - Is authorized to approve for the DD/S tables of vehicular allowances for Clandestine Services Projects.
- i. Administrative Plans and Fiscal Annexes - Is authorized to approve for the DD/S administrative plans, fiscal annexes for subsidy projects which involve less than \$100,000.00 expenditure, the use of fiscal annexes for proprietary projects which may be administered within Agency regulations.
- j. Supplemental Per Diem - Is authorized to approve for DD/P supplemental per diem up to \$10.00 per day for representational purposes while Agency official is in travel status ~~OUTSIDE THE U.S.~~
- k. Actual Subsistence Expenses - Is authorized to approve for DD/P subsistence expenses not to exceed \$30.00 per day for domestic TDY travel, in lieu of standard per diem.
- l. Travel - DD/P - Is authorized to approve for DD/P those travel orders which specify first class air jet across the North Atlantic and those situations which require expenses in excess of first class accommodations for representational purposes.
- m. Travel - DD/S - Is authorized to approve for DD/S official foreign temporary duty travel of personnel assigned to DD/S components.
- n. Personal Advances - Is authorized to approve for DD/S personal advances to certain Clandestine Services personnel for purchase of food, clothing and other necessities prior to PCS transfer overseas.

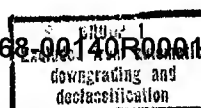
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- o. Telephones - Is authorized to approve for the DD/S requests for unlisted telephones within the Headquarters offices of DD/P and DD/S and is responsible for the control thereof.
- p. Post Office Boxes - Is authorized to approve for the DD/S requests from components of DD/P and DD/S for post office boxes and is responsible for the control thereof.
- q. Office Space and Parking Space - Responsible to the DD/P for allocation of office and parking space.

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12 September 1963

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[REDACTED]

1. I have accepted an invitation from [REDACTED] to have someone from the SSA Staff join a group for lunch at a safe house on 31 October. Departure from this building will be about 11 a.m. and following the luncheon we will present a 30 minute briefing of the role and functions of the SSA Staff (and perhaps that of other components of the DD/S). There may be a question and answer period following the briefing.

2. Since I may not be here at that time, I pass this information along to you so that you can keep the appointment. I suggest that as a part of [REDACTED] reading into this staff that he outline such a briefing for whoever may present it. The audience will be Office of Security personnel who do not work in this building.

STATINTL

VRJ.  
VRT